

“AS BUILT PLANS” FOR BRIDGES AND STRUCTURES

Permanent reference files including “As Built” microfilms and Bridge Maintenance Books are maintained for all bridges and selected structures. These records serve all Structures units by furnishing complete and current structural and historical data.

The following procedure is adopted for the Division of Structures to facilitate the timely processing of contract documents which furnish information into these files.

Bridge Numbering

All sheets involving any structure work including deletions, additions or revisions to any existing bridge or structure will be identified with a bridge number as defined in Memo to Designers 2-11.

Filing of Original Plans

Immediately after a contract is awarded, the original set of plans of all sheets with “Structures” blocks will be received by the Documents Unit from Headquarters Microfilm Services. The Documents Unit will file these originals until the completion of the contract. Only authorized personnel will have access to the tracings during the contract. (Ref. Bridge Design Details 1-81.)

Processing As Built Changes

1. At the completion of the contract, the Documents Unit will be sent a set of blue-line prints on which the Structure Representative or the Resident Engineer has indicated the “As Built” changes.
2. The Documents Unit will retrieve the corresponding tracings and route both sets to the design section having jurisdiction over the project.
3. The design section will transfer all changes from the blue lines to the original set of tracings and return it to the Documents Unit *within 3 months*.
4. Projects consisting of a mixture of different types of structures, such as bridges and roadside rests, should not be separated. All plans for a particular project should be kept intact.
5. The Documents Unit will send the corrected tracings to Headquarters Microfilm Services and will, in due time, receive the tracings and a set of 35mm microfilm mounted on aperture cards.
6. The Documents Unit will file these aperture cards by Bridge Number and dispose of the tracings. City and county project tracings are returned by Structures Local Assistance to the local agency.

Supersedes Memo to Designers 1-20 dated December 1982

All sheets originating in Structure Design will not necessarily end up in the Documents Unit file. Certain structures such as sound walls, sign structures, crash cushions, etc., that are not an integral part of a bridge, and do not have a Bridge Number, will be sent to the appropriate District for processing and microfilming.

The attached procedures describes the interrelationship of the work flow among the various organizations.



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Attachment(s)

**PROCEDURE ON "AS BUILTS"
FOR STATE PS&E BRIDGES AND STRUCTURES**

After a contract is awarded, the contract plans are processed as follows:

1. The original sheets with "Structures" signature blocks will be forwarded to the Division of Structures (DOS) by Microfilm Services. All other sheets are sent to the District.
2. Blue line prints of sheets with "Structures" signature blocks are obtained by the Resident Engineer or Structure Representative from the DOS Documents Unit.
3. The Resident Engineer or Structure Representative will make the "As Built" changes to the blue lines and forward them to the Office of Structure Construction (OSC) as soon as possible after completion of the structures.
4. OSC will forward the "As Built" prints to the Documents Unit in Division of Structures.
5. The Documents Unit will forward the "As Built" prints and the original tracings to the Office of Structure Design (OSD). Non-structure (no Bridge Number) "As Built" prints will be forwarded to the appropriate District for further processing.
6. OSD will transfer the as built changes to the tracings and return the tracings and the "As Built" prints to the Documents Unit.
7. The Documents Unit will forward the tracings to Microfilm Services for microfilming.
8. The Documents Unit will forward the "As Built" prints to the Office of Structure Maintenance (OSM) for their use and disposal.
9. The Documents Unit will maintain a file of "As Built" aperture cards for bridges, roadside rests, maintenance facilities and other structure-related plans. Copies of the microfilms are also filed in the District, Headquarters Reproduction, and the Department's security file.

Supersedes Memo to Designers 1-20, Attachment 1, dated December 1982

**PROCEDURE ON "AS BUILTS"
FOR LOCAL AGENCY PS&E BRIDGES AND STRUCTURES**

A. State Advertised Projects

The procedure is basically the same as for a State PS&E project (Attachment 1), except as follows:

1. The complete set of plans, including road and bridge plans, are received from the Local Agency by Structure Local Assistance.
2. The plans are processed similar to a State PS&E project, except that the road and bridge plans are kept intact as a set.
3. When the "As Built" prints are received from OSC, and the tracings retrieved from the Documents Unit, Structure Local Assistance will enlist a Design Section to transfer the changes to the originals.
4. The Design Section will return the prints and tracings to Local Assistance.
5. Local Assistance will forward the tracings to the Documents Unit for microfilming. An extra set of aperture cards may be made for the Local Agency if they so desire.
6. Local Assistance will retain the "As Built" prints until the Documents Unit notifies them that the aperture cards have been made.
7. Local Assistance will then forward the "As Built" prints to OSM for their use and disposal.

B. Local Advertised Projects

The procedure is as follows:

1. Structure Local Assistance will receive the contract plans, with the as-built changes already made, from the Local Agency. The plans could be the originals, or prints of such quality that suitable microfilms can be made.
2. The plans are forwarded to the Documents Unit for microfilming.
3. The Documents Unit will file the "As Built" aperture cards and return the originals to Local Assistance. Local Assistance will return the originals to the Local Agency, unless instructed otherwise, and route a set of plans to OSM for their use and disposal.